



DEVELOPING THE MEO

Presented By

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Communication



- At all levels is crucial to the study
- Communicate by monthly meetings with affected employees, newsletters, brown-bag lunches, drop boxes and emails
- Be receptive to new ideas and improvements to current processes from the workforce, not only team members
- Establish communication with unions



Process Improvements



- Test any new ideas
- Capture the cost savings
- Benchmark with private industry
- Brainstorm any problem areas for resolution
- Have “buy in” from incumbent workforce, they may surprise you!!



Writing Documents



- RESPOND TO THE REQUIREMENTS
- Pay attention to all sections of the RFP
- Write to a “space”, not a “face”
- Document, document, document
- Think like a contractor
- Be truthful and factual
- Now is the time to right the wrong



MEO Positions



- Have HR involvement – give them duties, let them do their job
- Double check all PDs (clearances, certifications, licenses, etc)
- Identify Critical Skills
- Have backup for positions
- Prepare Pivot tables/spreadsheets
- Review many times – don't miss anything



Agency Tender



- Again, document, document, document
- Take risks
- Understand COMPARE
- Triple check for accuracy/validity
- Be able to stand behind what you bid
- Read the requirements, did you capture all costs



Preparing the Workforce



- Mandatory cross training; preparation for multifunctional workforce
- Acquire training now for critical skills; send more than one person
- Provide change training
- Initiate the “One Team” concept
- This is not “business as usual” any longer